

CONSTITUTION
of the
"Last Post" Imperial Naval and
Military Contingency Fund

Relative to the Administration of the Fund
and Burial Plots

As revised, amended and approved at
Annual Meeting, May 1917



"LEST WE FORGET"

Patron-in Chief

Field Marshal His Royal Highness the Duke of Connaught, K.G., etc., etc.

Hon. Pres. Supplementary Memorial Fund

His Excellency the Duke of Devonshire, K.G., Gov. Gen. of Canada.

PATRONS

HIS HONOUR THE LIEUTENANT GOVERNOR, PROVINCE OF QUEBEC.
EARL GREY, G.C.M.G., G.C.V.O., P.C.

THE ARCHBISHOP OF MONTREAL—MGR BRUCHESI.

LORD BISHOP OF MONTREAL—RT. REV. J. C. FAPTHING, D.D.

LIEUT.-GENERAL, HON. SIR SAM. HUGHES, K.C.B.

SIR MONTAGU ALLAN, KT., C.V.O.

LORD ATHELSTAN.

HON. J. J. GUERIN, M.D., C.M.

LT. COL. J. T. OSTELL.

TRUSTEES

MAJ. GENERAL E. W. WILSON (G. O. C. 4TH MIL. DIST.)

CHAPLAIN COL. REV. CANON J. M. ALMOND, C.M.G., M.A., D.C.L.

COMMANDER J. T. WALSH, R.N.R. (Naval Representative)

Hon. Pres.—CHAP. COL. REV. CANON F. G. SCOTT, C.M.G.

Hon. Legal Advisor—LT. COL. F. W. HIBBARD.

Auditors—MESSRS. G. DURNFORD & CO., LIMITED.

Bankers—BANK OF MONTREAL.

Official Undertakers—MESSRS. J. C. WRAY & BRO.

290 Mountain St., Montreal.

Phone Up. 2728.

"LEST WE FORGET"

*Long may this work endure and ne'er decay,
But be supported to the latest day;
All loyal subjects to the King and State.
Will say Amen, maugre all spleen and hate.*

Marichallus Petowe

73168

CONSTITUTION
of the
"LAST POST" IMPERIAL NAVAL AND MILITARY
CONTINGENCY FUND.

*Relative to the Administration of the Fund and
Burial Plots.*

Designation

1. This Fund is to be known as the "LAST POST" IMPERIAL NAVAL AND MILITARY CONTINGENCY FUND. It is to be administered by an Executive Committee, under the supervision of three trustees, viz.: Major-General E. W. Wilson, Chaplain Colonel the Rev. J. M. Almond, C.M.G., M.A., D.C.L., and Commander J. T. Walsh, R.N.R.

Trustees'
Successorship

It shall be the privilege of the Trustees, and that of their successors, in perpetuity, to nominate their respective successors in office; which nomination, however, will be passed upon, confirmed or otherwise, by a majority of the members present at a general meeting, to be called for that purpose or at an annual meeting. The vacation of a trusteeship without provision for

Trustees'
Successorship

a successor by the retiring Trustees must be dealt with by a convention of the members of the Fund, who will nominate and elect one by ballot.

Object

2. (a) The primary object of this Fund is to provide respectful interment for ex-naval or military men of whom it can be established to the satisfaction of the Trustees, were at any time *bona-fide* members of good standing in the regular, auxiliary, colonial or other branches of the sister services, and to provide it in such a way as to show to the citizens of the British Empire that adequate and respectful provision in the last extremity is made by this Society for those who loyally have served the Flag, until such time as the Government of the Country can be induced to establish National Cemeteries and absorb this work as a National Duty.

(b) In view of the words "Contingency Fund" occurring in the official title of the Society, these words are to be interpreted to cover all such Charitable Contingencies as shall be approved by a Committee of this Organization composed of a quorum of the existing Trustees and Executive Officers of the Fund, who must be called in special session to deal with the contingency of the moment, and shall not be merely

Object confined to the burial of a deceased Soldier or Sailor who has served under the Colors, and who has died in necessitous circumstances.

(c) It shall be within the power of the Executive (in order to conform to the rites and ceremonies of all creeds or religions), to make provisions for interment of any soldier or sailor of the British Empire.

**Necessary
Expenditure**

**Protection
Against
Imposition**

3. The Fund is not to be used in any way as a compromise towards the elaboration of any interment where there are other means of meeting the expenditure, but may be used to any extent necessary to attain its primary object in its fullest meaning consistent with the requirements of the case.

**Means of
Revenue**

4. The source of revenue will be by membership fees and by collection boxes with an appeal thereon to past and present members of the Services, and to those agreeably disposed towards the Fund. Such boxes will be distributed in naval and military canteens, armouries, military clubs, institutes and barracks. The source of revenue may, also at any time, be augmented in any way the Executive proposes, providing it is consistent with the dignity of the Fund.

- Headquarters 5. The Fund's headquarters shall be at Montreal and its objects shall be applicable throughout the Province of Quebec.
- Expansion 6. Effort will be made to gradually extend the Fund to all cities throughout the Dominion.
- Status of the Fund 7. This Fund is registered and incorporated under the name heretofore designated in this constitution.
- Official Seal 8. The Seal of the Fund shall consist of the word "PAX" enclosed in a wreath of olive leaves (*Corona Oleagina*) above which the motto "PRO PATRIA ET DEFENSORIBUS" is inscribed. On the left a bugler in the full dress uniform of the Fusilier Regiment, partly turned towards the wreath, is sounding his bugle. Below this the words "LAST POST" and a second motto "LEST WE FORGET."
- Statutory Powers of the Fund 9. In conformity to the Quebec Statutes I George V, Chapter 30, assented to on June 4, 1910, and amending article 4884 of the revised statutes 1909, this Fund is empowered to claim the bodies of anyone who has become a public charge, "if the deceased was an old soldier or a sailor of the Imperial Army or of the Canadian troops."

BY-LAWS AND DUTIES
of
EXECUTIVE OFFICERS AND COMMITTEES OF THE
FUND.

Executive
Officers

1. The Executive Committee shall consist of a President, ten Vice-Presidents (five to represent the District of Montreal, and five the remainder of the Province of Quebec), a Secretary-Treasurer, an Assistant Secretary-Treasurer, and a Recording Secretary. In addition to the above, a Working Committee will be chosen by the President and a Convenor of Ladies' Auxiliary will be chosen by the Executive.

President

2. The President shall preside at all annual, general and executive meetings, and perform the duties customary in that office. He shall *ex officio* be a member of all committees, though not necessarily presiding.

Vice-Presidents

3. The Vice-Presidents shall assist the President in the absence of the latter, they will (in order of precedence of appointment) preside at meetings.

Secretary-
Treasurer

4. The Secretary-Treasurer shall attend all annual, general and executive meetings and

Secretary-
Treasurer

record the minutes of the same. He shall keep a true and faithful record of all financial transactions and submit the same. He will take charge and be responsible for care of any personal effects or valuables of deceased men confided to his charge. He shall act on all committees at which financial matters are concerned. He will deposit all monies in the Bank of Montreal, to the credit of the Fund and see that the pass book is duly and carefully posted. He will conduct all correspondence. He will verify invoices and prepare warrants and cheques, to the amount of value received by the Fund from parties with whom it has entered into account. He will forward the warrants and cheques to any two of the Trustees for their signature, always informing them of the bank balance. Should the Trustees (with whom all monies are placed in trust, and two of whom at least must at all times sanction withdrawals) refuse to sign a cheque, he will immediately notify the President, who will decide as to the advisability of calling an emergency meeting, or of instituting an inquiry thereto at a subsequent executive meeting. The Secretary-Treasurer shall also make collections from contribution boxes, in company with the person in charge of the

Authority for
Withdrawal
of Money

Office dis-
bursements

Assistant
Sec.-Treasurer

Recording
Secretary

place where the box is, to whom he will give a receipt for the amount collected and request the guardian's initials to the receipt stub. He may not substitute anyone, except the Assistant Secretary-Treasurer, in his duties of collection, or of deposit at the bank, without the consent of the Trustees. He shall exhibit his account books and vouchers to the Auditors whenever called on to do so. He is authorized to make disbursements to the amount not exceeding \$10.00 for the purpose of his office, and should a larger amount be required, authority may be given by the President, in the which case a report must be made at the next executive meeting. All duties must be accepted without remuneration. He shall keep a register of all *bona fide* members of the Fund. He shall hand over all books, documents, money or any other property belonging to the Fund, to his successor in office, or to the President if requested by him to do so.

5. The Assistant Secretary-Treasurer shall assist the Secretary-Treasurer in any of his duties and substitute him in his absence.

6. The Recording Secretary shall keep a true faithful record in the burial register of all interments and the details pertaining thereto. He shall keep all statistics pertaining to the

**Recording
Secretary**

burial plots, in a clear and intelligible way. He shall procure and file any document of the deceased. He shall render a report at the annual meeting of all burials during his tenure of office in the current year and also make a summary report of all burials since the Fund's inception.

Chaplains

7. Whenever possible a naval or military chaplain should officiate at funeral services.

**Ladies'
Auxiliary**

8. The Convenor of the Ladies' Auxiliary will act under the direction of the Executive Committee, to which she will submit all matter for consideration.

**Official
Undertaker**

9. An Official Undertaker shall be appointed to whom the public can at any time report cases that are eligible to be dealt with by this Fund. It will be the Undertaker's duty to locate and obtain the remains, and to requisition an order for burial from the Secretary of the Fund.

**Flags and
Obituary
Notice**

10. Two large flags shall be kept by the Undertaker, i. e., a Naval Ensign and a Union Jack, to be used for covering the casket of members of either branch of the Services, when the occasion arises, and an advertisement may be inserted in the local press announcing the time of burial and giving a public invitation to anyone interested to attend.

Audit

11. The President will appoint at least two months previous to the annual meeting an auditor and it shall be the duty of the latter to examine the books of accounts of the Secretary-Treasurer, verify the bank balance and check all vouchers for expenses in the past year. He shall make a report of his findings to the President in time for the annual meeting.

**Plot
Designation**

12. The burial plots to be known and designated as "The Last Post Plots." The upkeep and general care of the plots and monuments to be defrayed from the Fund.

13. There shall be a uniform method of decorating the plots and graves and no deviation from the same will be permitted.

**Decoration
Day**

14. A "Decoration Day" shall be appointed each year, when the members of the Fund will proceed in a body to the "Last Post Plots," and see that they are kept in order and with due decorum.

**Privileged
Interments**

15. Should a desire be expressed for interment in the plots of one eligible, permission can be obtained, and a reasonable charge will be made but the graves must remain the property of the Fund, and be subject to the rules and regulations of the Fund governing the plots.

Membership

16. Membership shall consist of:—

1.—Charter Members.

2.—Life Members.

3.—Associate Members.

4.—Honorary Members.

Charter members are those who participated at the formation of this Fund and they shall enjoy all the privileges without fees. Life members are those paying in advance a fee of \$10.00 who have been duly elected as such by the Executive. Associate members are those paying in advance an annual fee of \$1.00 who have been duly elected by the Executive. Honorary members are those invited to join the Fund by the Executive on account of services rendered.

Both sexes are eligible.

Applicants for membership must be proposed and seconded by existing members on the regular form which shall be submitted to, and acted upon by the Executive.

Members six months in arrears of fees will be suspended.

Disciplinary
Measures

17. As it is desired that, at all times the spirit of patriotism and comradeship should prevail, the President of any meeting or function of this Fund will call to order any member

**Disciplinary
Measures**

discussing any subject liable to hurt the feelings of any section of the community, either religious, political or racial.

Any officer or member of the Fund "objectionable" to the interest of its cause may be suspended but will be given a hearing on appeal before a sub-committee of investigation which committee shall report to the Executive for action, and if suspension is maintained he may appeal to a general meeting called for that purpose.

All the affairs and transactions of this Fund are confidential and no member is allowed to discuss them outside of meetings of the Fund unless duly authorized.

No member shall enter into any agreement or involve the Fund in any way unless a resolution to that effect is duly passed at an executive meeting.

No member shall put the badge or seal of the Fund to any other purpose than that for which it was intended. No persons other than a member of the Association may wear the badge, and the General Executive only has the right of production and supply to branches or to members.

Any member infringing these rules may be dealt with as above.

Annual
Meeting

18. The annual meeting will be held each year in the month of April for the reception of reports at which an executive committee will be elected by ballot for the administration of the Fund's affairs. The members of this Committee retiring automatically each year but remaining in office until their successors are elected.

Executive
Meeting

19. Executive meetings will be called from time to time as occasion may require, notice of same being sent to all officers composing it, and also to the members of the Working Committee if their presence is required. Five members, two of which shall be executive officers will constitute a quorum.

Quorum

Special
Meeting

20. A special meeting may be called by the President or by any three members in good standing to deal with special business at which nothing else may be discussed.

Revision and
Amendments

21. The foregoing constitution and by-laws may be amended by the majority of the members present at the annual meeting or at a general meeting specially called for that purpose, providing notice of the proposed changes is given to the members at least one month in advance.

BRANCHES.

Organization of Branches

The organization of branches of the Fund will be encouraged, such branches must be subject to the approval of the Trustees and Executive at Headquarters and governed by the constitution herein contained. Branches will be subject to the following special conditions:

They will be designated as Quebec, Three Rivers, Sherbrooke, or any other branch of the "Last Post Fund."

They will maintain their own local burial plots, and defray the expense of all interments within their allotted district.

They will keep similar books and registers to those kept at Headquarters and will make an annual report of their membership roll finances and work, thus enabling the Fund to send out reports of its condition and growth.

They can obtain copies of the constitution and by-laws, explanatory literature and the official insignia badge from Headquarters.

A branch assessment of \$10.00 per annum will be levied to cover the extraordinary Secretarial Expenses in connection with the expansion of the Fund.

**Membership
Privileges**

All members of the Fund will be accorded full privileges at the Headquarters or any branch meeting on production of their membership card.

"LEST WE FORGET."

***Application for permission to organize
a Branch of the
"LAST POST FUND"***

To the Trustees and Executive,
Montreal, Can.

Gentlemen,

A movement is on foot to organize a Branch of
the "Last Post" Fund in the City or Town of

.....
Will you kindly forward us a copy of your constitution and rules governing the organization of a Branch, and accord us any advice or assistance possible?

Faithfully yours,

.....
Address.....